

This letter got me SIX offers from the 20 LOCAL
State Secondary Schools I posted it to
All offers were between £37.50 & £97.90 per exam
Hope this helps you too ☺

Your Name
No & Street
Town
County
Post Code

E-mail address
Phone Number

Head Teachers Name (find on website)
Schools Name
Street
Town
County
Post Code

29th January 2014

Dear Mr/Miss/Mrs/Ms Smith (find name on website)

I am seeking your kind permission to enable my daughter to sit her GCSE exams at your school as an external candidate. My daughter is CHILDS NAME, she is 15 (year 10) and she is currently being home educated. Until March 2013 she was attending [REDACTED] School. Unfortunately due to complications with [REDACTED] surgery and the amount of time missed from school due to pain and physiotherapy, we decided that she would be able to dedicate more time to her studies if she was at home and did not have to endure the painful bus commute. (Obviously this part was personal to us, so tell them your reasons for home educating)

She is studying for 11 exams, a combination of GCSE and IGCSE over the next 2 years as detailed in the table overleaf. The exams listed do not require any coursework or controlled assessments, when a GCSE subject has an assessment; we have chosen the equivalent IGCSE exam instead, which have the option of written papers because the coursework and assessments are virtually impossible to arrange for home educated students. CHILDS NAME does not have any special requirements for the exams. (if your child does need extra time or other special requirements, let them know what they need and that you have a medical letter stating as much that you can forward to them on request. I never thought about any for my daughter but two of the schools that offered us a place also offered to give her extra time if she needed it after reading above that she had had surgery and one of the exams being 2.5 hours long, they said if she wanted it, they just needed a letter from her doctor)

I know that it would be huge commitment for your school to accept CHILDS NAME and I completely appreciate that your own students must and should come first. I'm just hoping that you may be able to find a way to seat her with your students if they are taking exams on those days, even if it is a different exam. CHILDS NAME is articulate and well mannered; she would be respectful, appreciative and would not cause any disruption to your exam process.

It is incredibly difficult to find any local school that is willing to accept a private candidate. Whilst I understand that there is a cost incurred for exams, so far I have only managed to find private exam centres in LOCATION at £175 per exam and LOCATION at £166 per exam plus peak time train travel. These prices and distance are too restrictive for me as I am on a low income.

CHILDS NAME just wants to be able to sit her exams; she is self motivated and has worked hard to educate herself, she is bright and capable of achieving high grades. She wants to re-enter full time education at Sixth Form in September 2015, followed by University. She is also working on an Art portfolio, her music grades in Guitar and Piano and is learning Swedish. She just needs a caring local school to give her the chance to sit her exams. It would be very disappointing if we had to cancel some exams due to it being so incredibly hard to find a local, affordable exam venue.

CHILDS NAME would like to take most of her exams in May/June 2015, but looking at this summer's Exam Timetables as a guide for next year, it seems that Economics and Law overlap with her other subjects, so she would like to take those two this summer in May/June 2014 to avoid a timetable clash next year.

Therefore, I am asking if you would kindly accommodate **CHILDS NAME** so that she may sit the two exams shown in the following table this May/June 2014 please. Economics (1 Paper) and Law (4 Papers). Your school does not have to be taking the same exam in order for a private candidate to sit it and the process of registering for IGCSE's with Edexcel is quick and quite easy and is shown in the **enclosed FAQ document**.

| DATE | MORNING | | | | AFTERNOON | | | |
|----------|----------|----------|---------|--------|---------------|-----------|---------|-----------|
| 2014 | BOARD | SUBJECT | PAPER | LENGTH | BOARD | SUBJECT | PAPER | LENGTH |
| May 14th | | | | | OCR GCSE | Law J485 | B144/01 | 1hr |
| May 19th | OCR GCSE | Law J485 | B143/01 | 1hr | | | | |
| May 23rd | | | | | Edexcel IGCSE | Economics | 4ECO/01 | 2hr 30min |
| June 2nd | OCR GCSE | Law J485 | B141/01 | 1hr | | | | |
| June 6th | OCR GCSE | Law J485 | B142/02 | 1hr | | | | |

I have included a document called, 'Exam Officers - Frequently Asked Question about External Candidates'. This has been compiled by Home Educators from the HE Exams Wiki Page http://www.nwiltshere.org.uk/he_exams_wiki/index.php/Main_Page

I hope this will answer any other questions you may have regarding the process of accepting external candidates. If it would be more helpful to have an electronic version so you may access the links, please email me at the address above and I will send it.

I greatly appreciate the time you have taken to read this, and the effort that both your Exam Officer and you would have to go to in order to accept **CHILDS NAME**. Please give serious consideration to our request as we would much appreciate your help in this matter and look forward to your response.

Yours sincerely,

YOUR NAME

| Table of Exams requested to be taken by CHILDS NAME in 2014 & 2015 | | | | | |
|---|---------|---------------|------|---------------------------|----------|
| Subject | Board | Qualification | Code | Paper Codes | Date |
| Economics | Edexcel | IGCSE | 4ECO | 01 | May 2014 |
| Law | OCR | GCSE | J485 | B141 + B142 + B143 + B144 | May 2014 |
| Biology | Edexcel | IGCSE | 4BIO | 1B + 2B | May 2015 |
| Chemistry | Edexcel | IGCSE | 4CHO | 1C + 2C | May 2015 |
| Physics | Edexcel | IGCSE | 4PHO | 1P + 2P | May 2015 |
| Mathematics (A) | Edexcel | GCSE | 1MA0 | 1H + 2H | May 2015 |
| English Lang | CIE | IGCSE | 0500 | 02 + 03 | May 2015 |
| English Lit | Edexcel | IGCSE | 4ET0 | 01 + 02 | May 2015 |
| Latin | OCR | GCSE | J281 | A401 + A402 + A403 + A404 | May 2015 |
| Classical Greek | OCR | GCSE | J291 | B401 + B402 + B404 + B405 | May 2015 |
| Computer Science | CIE | IGCSE | 0478 | 01 + 02 | May 2015 |